



Weare Public Library

10 Paige Memorial Lane
P. O. Box 227
Weare, NH 03281
Phone: (603) 529-2044
Fax: (603) 529-7341
E-mail: wearepl@comcast.net

Board of Trustees

Raymond J. Kelly, Chairman
Susan Morin, Treasurer
Terri Wahnowsky, Secretary
Paul Marsh, Alternate
Jill Tacy, Alternate

Christine Hague, Director

Board of Trustees Meeting Minutes Wednesday, April 8, 2009

Present: Susan Morin and Terri Wahnowsky, Trustees; Jill Tacy, Alternate Trustee; Chris Hague, Director.

Treasurer Morin called the meeting to order at 6:37 p.m.

Acceptance of Minutes:

The minutes of the March 5 meeting were accepted as written.

Public Hearing:

A public hearing came to order at 6:40 p.m. to accept \$2,619.17 in gifts, trusts and other income (see table below). The move to accept was unanimous and the hearing closed at 6:43 p.m.

Reports:

Director's Report

The Director's Report was discussed and accepted as written. Dir. Hague also prepared a first-quarter budget summary. At the March meeting, the Trustees approved additional staff, an aide and a page. However, in the first quarter, books, magazines, etc. was "over budget because \$690 per month is insufficient for the needs of a town of 10,000." Dir. Hague said, "We are at a point where we must consider inventory versus staff, and we are short on both." The trustees agreed to add a page for four hours per week and to hold off on the aide. Fund raising ideas were discussed, including asking for donations, books, authors, etc. Dir. Hague agreed to make a brochure suggesting ways patrons could help.

Other budget busters were brought up. For instance, Mamakating Electric billed in January instead of December as they had said originally. Also, there was a miscommunication concerning the fee for monitoring the alarm switchboard that has resulted in an additional \$360 per year that will have to be taken out of building maintenance. The fuel line may provide some extra dollars. We will know more in the third quarter and may be able to add an extra aide then.

Treasurer's Report

Treas. Morin reported that the portfolio needs some diversification. Exxon/Mobil is dropping continuously and now may be a good time to take some money out of there and put it elsewhere. Dir. Hague suggested Treas. Morin contact Bill Beaupre for advice and also suggested looking into investing in "green companies".

Old Business:

Review of Proposed Computer Purchases

After receiving expert opinions from Roland Beauregard and Gene Tacy, a final quote was presented and approved by the Trustees to purchase 6 new computers and 3 monitors for a price of \$3,925.94, including installation.

Building Maintenance

The BOS is leery about letting money out of this fund now because it may not get approved in 2010. They will meet in the near future to evaluate and prioritize requests.

Staff Evaluations

The evaluation for Dir. Hague will be finalized in a future meeting when Chairman Kelly can be present. Secy. Wahnowsky will contact Trustees to set up a time and date, hopefully prior to the next regularly scheduled meeting on May 7.

New Business:

Officers for 2009/2010 Year

Tabled until **May**.

Appointment of Alternates

A letter needs to be sent to the BOS reappointing Jill Tacy and Paul Marsh as alternates to the Board of Trustees. Dir. Hague will forward to Secy. Wahnowsky a copy of the letter used previously and Secy. Wahnowsky will write and send letters before the next meeting of the Library Trustees.

Staff Development Classes

Dir. Hague said she encourages her staff to further educate themselves when possible. A query has arisen whether wages should be paid during staff development classes. The Trustees agreed that wages should be paid only if classes are taken during scheduled work hours. Mileage will continue to be reimbursed.

Circulation Practices

InterLibrary Loans

Dir. Hague reported that inter-library loans (ILL) are popular (2:1 ratio in favor of borrowing from other libraries). She believes "some types of material being requested, such as current best-sellers we don't own, are not readily available on loan and processing requests sometimes takes our Assistant Librarian a full day." More waste of staff time happens when new patrons make ILL requests and then don't return to pick them up. On her advice, the Trustees approved a new practice where interlibrary loan requests for fiction newer than three months will be refused. This will help patrons realize that the library will operate much more efficiently if the budget is approved, allowing us to buy our own bestsellers. The Trustees also voted for a procedure where new patrons can make ILL requests when they return to pick up their library card.

Deleted: requests for bestsellers will be refused.

Overdue Materials

Some patrons do not return material in a timely manner. They are given several courtesy calls and then sent a letter requesting the material to be returned by a certain date or they will be charged for it. Just before the deadline, the material is returned, but sometimes it has been kept out of circulation for close to three months. And with some patrons, this happens over and over

again. The Trustees approved a new practice: Three suspensions of new borrowing for over-
dues on a borrower's record will result in no borrowing for three months.

Deleted: three strikes = three months
borrowing suspension

Next Meeting

May 7, 2009 at 6:30 p.m.

Meeting adjourned at 8:29 p.m.

Terri Wahnowsky
Secretary

Weare Public Library
Hearing to Accept Funds
April 8, 2009

Source	Designation	Amount
Keith and Deborah Lion		\$250.00
Prudential Insurance (match for Lion)		\$250.00
Prudential Insurance	general	\$100.00
Barbara Herman	books (memory of Beverly Herman)	\$50.00
replace cards	books, supplies	\$6.00
book donations	books, supplies	\$90.00
income generating equipment	books, supplies	\$77.35
Ruth Woodbury Trust	books	\$259.02
Paige Trust	maintenance	1138.37
Peaslee Trust	undesignated	\$341.51
Wadleigh Trust	undesignated	\$56.92
Amount of gifts, trusts, other income		\$2,619.17